



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Buildings and Grounds

Date and Time of Meeting: Monday, November 26, 2018 at 2:00 P.M.

Person Taking Minutes: Michelle Bellile

**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Ted Cushing, Jenny Henkel, Maggie Peterson, Tom Rudolph, Ken Storms, Nancy Tauer, Alan VanRaalte

Members Excused: None

Staff Present: Angela Beauchaine, Tamara Feest, Debby Gallenburg, Keith Haselton

Others Present: None

I. MEETING CONVENED

Chairman Cushing called the meeting to order at 2:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Rudolph, seconded by Tauer to:

APPROVE THE MINUTES FROM AUGUST 9, 2017 AS PRESENTED.

All ayes, motion carried.

III. ELECTION OF OFFICERS: ACTION ITEM

Chairman Cushing announced election of officers were in order. Motion by VanRaalte to:

NOMINATE TED CUSHING AS CHAIR OF THE BUILDINGS AND GROUNDS COMMITTEE.

Cushing called three times for additional nominations. There being none, motion by VanRaalte, seconded by Tauer to:

CLOSE THE NOMINATIONS AND ELECT TED CUSHING AS CHAIR OF THE BUILDINGS AND GROUNDS COMMITTEE BY UNANIMOUS DECISION.

All ayes, motion carried.

Motion by Cushing to:

NOMINATE JENNY HENKEL AS VICE CHAIR OF THE BUILDINGS AND GROUNDS COMMITTEE.

Cushing called three times for additional nominations. There being none, motion by Cushing, seconded by VanRaalte to:

CLOSE THE NOMINATIONS AND ELECT JENNY HENKEL AS VICE CHAIR OF THE BUILDINGS AND GROUND COMMITTEE BY UNANIMOUS DECISION.

All ayes, motion carried.

Motion by Henkel to:

NOMINATE ALAN VANRAALTE AS SECRETARY OF THE BUILDINGS AND GROUNDS COMMITTEE.

Cushing called three times for additional nominations. There being none, motion by Henkel, seconded by Cushing to:

CLOSE THE NOMINATIONS AND ELECT ALAN VANRAALTE AS SECRETARY OF THE BUILDINGS AND GROUNDS COMMITTEE BY UNANIMOUS DECISION.

All ayes, motion carried.

IV. BUILDING SECURITY ENHANCEMENTS AND RECOMMENDATIONS: DISCUSSION

Feest discussed numerous recommendations as made by the Oneida County Sheriff's Department for enhanced building security. Some items, such as visitor badges and paging capabilities on every phone, have already been accomplished. Feest sought direction on how to proceed with the remainder of the list. The Committee thought it appropriate to proceed with low cost items and to obtain quotes for higher cost enhancements, which could be prioritized.

V. RETRO-COMMISSIONING, FOCUS ON ENERGY PROGRAM: ACTION ITEM

Gallenburg discussed the program's incentives were based on increasing efficiency, however, was recently informed The Human Service Center was not eligible because the HVAC system exceed the efficiency levels. Gallenburg will continue to investigate any available cost savings or efficiencies. No action taken.

VI. KOINONIA REPAIRS: ACTION ITEM

Beauchaine advised the Committee that the KOINONIA building is in a state of disrepair in many areas and investment for such repairs will need to occur within the next year.

A. Boiler Replacement: Action Item

Only one of two boilers are currently operational. Beauchaine received two quotes. Mechanical, Inc. quoted \$15,900.00 for replacement of two boilers and Dahlquist quoted \$20,730.00. Additional savings from the Retro-Commissioning, Focus on Energy Program in the amount of \$966.00 would be applicable if the work were to be done by Mechanical, Inc., as they are an authorized dealer/provider for the program. Motion by Tauer, seconded by VanRaalte to:

ACCEPT AND FORWARD TO FINANCE THE QUOTE FROM MECHANICAL, INC., IN THE AMOUNT OF \$15,900.00.

All ayes, motion carried.

B. Water Heater Booster Replacement: Action Item

Beauchaine provided three quotes for the replacement of the water heater booster for the commercial dishwasher at KOINONIA. Rappley Heating and Plumbing provided a quote in the amount of \$5,776.00, Jed's Plumbing and Central Vac quoted \$3,975.00, and LowCostPlumbers.com quoted \$4,200.00. Motion by Rudolph, seconded by Tauer to:

ACCEPT AND FORWARD TO FINANCE THE QUOTE FROM JED'S PLUMBING AND CENTRAL VAC IN THE AMOUNT OF \$3,975.00.

All ayes, motion carried.

C. DRYWALL REPAIR: ACTION ITEM

As a result of a current leak from the water heater booster and upcoming replacement, the drywall behind the dishwasher at KOINONIA will need repair. Motion by Rudolph, seconded by VanRaalte to:

AUTHORIZE AND FORWARD TO FINANCE DRYWALL REPAIR AT KOINONIA UP TO THE AMOUNT OF \$1,500.00. IF REPAIR COST EXCEEDS \$1,500.00, MANAGEMENT IS TO OBTAIN APPROVAL FROM THE COMMITTEE.

All ayes, motion carried.

VII. NEXT MEETING DATE:

As needed

VIII. ADJOURMENT

Motion by Rudolph, seconded by Tauer to:

ADJOURN THE MEETING

All ayes, motion carried.

Meeting adjourned at 2:37 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant

APPROVED